

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-10								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-D-14-031	Contract Period 10/01/2014 To 09/30/2016 Base Option Period Number 1	Title of Work Assignment/SF Site Name SUPPORT FOR CPPD								
Contractor INDUSTRIAL ECONOMICS, INCORPORATED		Specify Section and paragraph of Contract SOW								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 10/01/2015 To 09/30/2016								
Comments: THE PURPOSE OF THIS ACTION IS TO INITIATE WORK ASSIGNMENT 1-10 "SUPPORT FOR CLIMATE PROTECTION DIVISION" WITH AN INITIAL LOE OF 80 HOURS FOR START UP WORK. ALL OTHER TERMS AND CONDITION REMAIN UNCHANGED. THIS WORK DOES NOT DUPLICATE ANY WORK PREVIOUSLY PERFORMED UNDER MY AUTHORITY.										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
		<input checked="" type="checkbox"/> Non-Superfund								
SFO (Max 2) <input type="checkbox"/>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
10/01/2014 To 09/30/2016										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Melita West						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Project Officer Name Lorraine Reddick						Phone Number: 202-343-9012				
_____ (Signature)						_____ (Date)				
Other Agency Official Name						FAX Number:				
_____ (Signature)						_____ (Date)				
Contracting Official Name Andrew Flynn						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number: 919-541-2674				
						FAX Number: 919-541-0611				

Work Assignment Statement of Work

Title: Support for the Climate Protection Partnerships Division

Contractor: IEC, Inc.

Contract No.: EP-D-14-031

Work Assignment Number: 1-10

Estimated Period of Performance: Award Issuance to September 30, 2016

Work Assignment COR (WA COR):

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Work Assignment Technical Expert:

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Contract Level COR:

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Background and Purpose:

The U.S. EPA's Climate Protection Partnerships Division (CPPD) is responsible for an array of innovative, voluntary pollution prevention programs that reduce pollution by creating and expanding markets for energy efficiency and energy efficient products. The primary goal of these programs, individually and collectively, is to reduce emissions of greenhouse gases and other pollutants through reduced energy consumption, and to focus on opportunities to increase energy efficiency.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 20 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, and a detailed cost estimate by task and a staffing plan. The WA COR and the Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The Contract Level COR is authorized to suggest revisions via email. If the Contract Level COR does request revisions, then the revisions shall be submitted as requested. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

Deliverables	Due Date
Workplan	Within 20 calendar days of receipt of work assignment
Revised Workplan	Within 7 calendar days of receipt of comments from the Contracting Officer, if required

Task 2 – Assist with Facilitation and Strategic Planning for the Climate Protection Partnerships Division

The Contractor shall provide organizational, logistical, audio/visual, meeting facilitation, administrative, and background materials development support to EPA for strategic planning event(s). The facilitation support shall include advance preparation interviews for key individuals (by phone), agenda planning and development, meeting facilitation and post-meeting follow-up needs as required. Post-meeting follow-up shall include a summary and may include follow-up analysis on particular issues, as needed.

Upon written technical direction from the WAM, the contractor shall assist with the logistical planning of strategic planning event(s). The contractor shall propose and procure facilities that are reasonably priced, Metro accessible within the DC Metro area and suitable for a group of ~20 people for a strategic planning event scheduled for late June. The government may be able to offer assistance in this area. The division may also need additional coaching support after the June event for the management staff, as well as the potential for a larger group meeting, to be requested through technical direction.

Upon written technical direction from the WAM, the Contractor shall develop preparation materials, to be reviewed and approved by the WAM, that incorporate

information about the provisions of the work produced in task 2 as appropriate.

Deliverables	Due Date
Initial interviews with key individuals	As specified by the EPA WAM or Technical Expert
Meeting agenda (preparation materials)	As specified by the EPA WAM or Technical Expert
Final Report	Within 10 days of completion of the event

Reporting Requirements

Reports shall be in accordance with the reporting requirements of the contract as well as the following:

1. The contractor shall provide computer files in Microsoft Office compatible formats for all written draft or final reports deliverable under this WA to the WAM.
2. Each document shall follow a traditional outline format with established headings and subheadings. The documents must be consistent with Plain Writing Act of 2010 (<http://www.plainlanguage.gov/index.cfm>) and citations must be consistent with *The Bluebook: A Uniform System of Citation* (<https://www.legalbluebook.com/>).